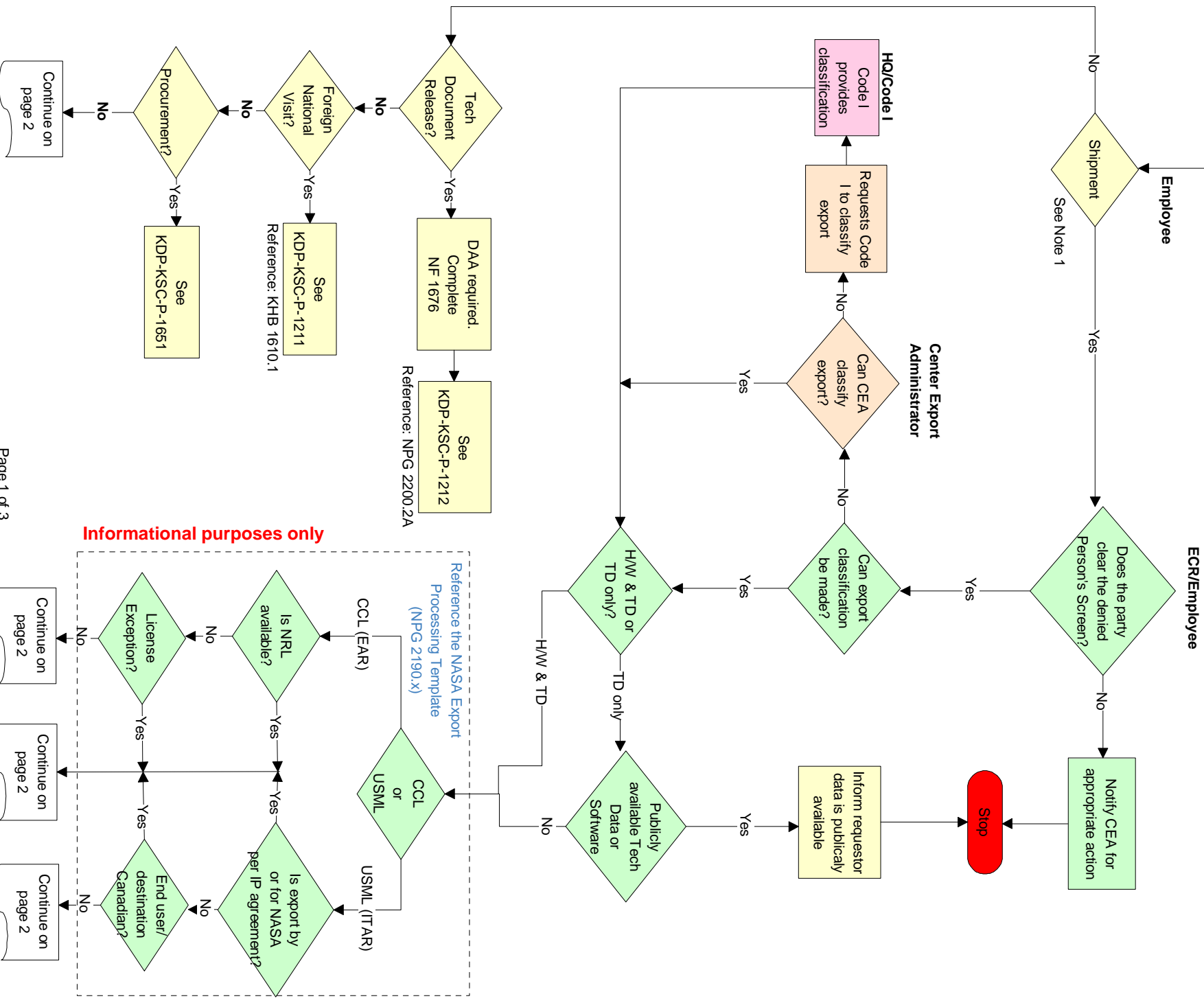


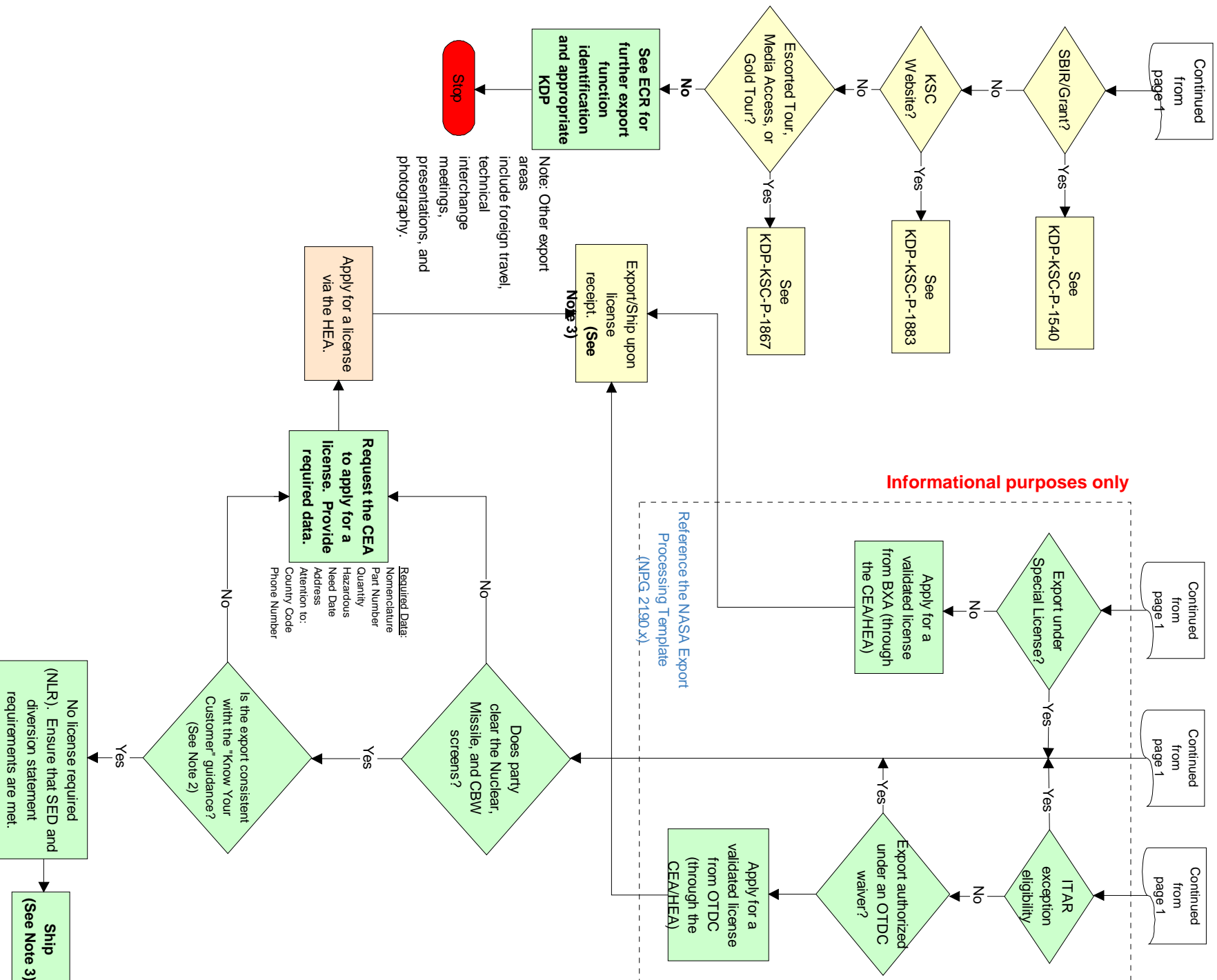
KSC Export Process

KDP-KSC-P-2613
Rev: Basic



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Note 1:

Export Criteria:

Export:

- Traditional shipments (hardware/software/technical data) of items through Center transportation offices to destinations outside the United States (U.S.).

Export Control Function:

- Mailing, faxing, and e-mailing items outside the U.S. or to foreign persons within the U.S.
- Hand-carry items outside the U.S.
- Verbal discussions with foreign nationals or presentations to groups that include foreign persons.
- Placing information on the Public Domain
- Placing information on the World-Wide-Web (WWW), posting data to ftp: sites, internet chat rooms, and electronic bulletin boards
- Visits by Foreign nationals (visitor/tour, international partner liaison office, summer student, etc.)
- Presentation and/or publication of technical paper
- Procurements through a non-CONUS source

Note 2:

"Know Your Customer" Guidance:

1. Decide whether there are any "red flags"
2. Inquire if there are any "red flags"
3. Encourage the maximum flow of information
4. Reevaluate all the information after inquiry
5. Refrain from the transfer/export or advise BXA/OTDC and await guidance

Note 3:

The Center Export Administrator will measure the process through the performance of yearly audits as required by the NASA Export Control Program.

Acronyms:

ECR: Export Control Representative
CBW: Chemical Biological Warfare
DAA: Document Availability Authorization
ECP: Export Control Program
CEA: Center Export Administrator
HEA: Headquarters Export Administrator
SED: Shipper's Export Declaration
CONUS: Continental United States
CCL: Commerce Control List
USML: United States Munition List
EPT: Export Processing Template
NASA: National Aeronautics and Space Administration
BXA: Bureau of Export Administration
NLR: No License Required
KDP: Kennedy Documented Process
NF: NASA Form
OTDC: Office of Defense Trade Controls
ITAR: International Traffic in Arms Regulations
EAR: Export Administration Regulations
SBIR: Small Business Innovation Research
TD: Technical Data
H/W: Hardware
S/W: Software

The KSC Export Control Program Web Site provides an overview of export control and a list of current Points-of-Contact (POC).
<http://www.ksc.nasa.gov/nasa-only/programs/exportcontrol/>

Objectives:

- to give employees guidance on the determination of export disposition
- to identify existing KSC processes to assist in processing export control related functions
- to identify organizational processes to aid employees in processing exports properly

Approval: _____
Deputy Director